



# HIRE NET *HAWAII*

**> GO PLACES!**

Looking for employees or a job?  
Go to: [www.hawaii.gov/labor](http://www.hawaii.gov/labor)





# HIRENET HAWAII VIRTUAL ONE-STOP EMPLOYMENT CENTER

## Job Seekers Employment Services on Demand

HireNet Hawaii provides a wide variety of core employment services to individuals via the internet, 24-hours a day, 7-days a week, from any location with internet access. Job seekers are able to create and post their resumes online, find available jobs in Hawaii, assess their skills, get career information, review the latest labor market data,

*This is the ideal website for former Hawaii residents or kamaaina looking for job opportunities in Hawaii so that they can return home for employment.*

locate suitable training, and much more. With a search engine that "spiders" company and government websites, newspaper postings, and corporate job boards for employment opportunities in Hawaii, job seekers now have access to the largest job bank in the State at no cost.

## Employment Center Designed for Hawaii's Businesses

HireNet Hawaii is designed with Hawaii's businesses in mind. Employers are able to post their job openings, search through resumes for possible candidates, access industry statistics and much more. Employers may also receive direct referrals from the HireNet Hawaii's virtual recruiter to assure they get the best match for their positions. All of these services are available at no cost.

## Taking Job Matching to a New Level

HireNet Hawaii's advanced search engines match job seekers and employers in record time. The system looks at variables such as salary, location, skills, etc. It's quick, it's easy, and it's **FREE**. HireNet Hawaii's virtual recruiter will automatically search for suitable jobs or resumes every night and provide immediate notification when a match is found.

## Access the Latest Labor Market Information

HireNet Hawaii provides an abundance of employment statistics and labor market information to assist both job seekers and employers. The system directly accesses data stored in the America's Labor Market Information System (ALMIS) structure. HireNet Hawaii provides simple "point and click" answers to "what, where, and when" type questions about our local labor market. This includes displaying occupational wages, industry projections, unemployment statistics, economic indicators, industry data, and so much more.

## Online Services for Training Providers

HireNet Hawaii provides internet screens for Training Providers to enter school and program information that are available to interested individuals via the internet. Providers may also submit program and performance information to qualify for eligibility under the federal Workforce Investment Act.



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## HIRENET HAWAII ONLINE SERVICES

### JOB SEEKERS & EMPLOYEES

Appointment Management  
Benefits Information  
Budgeting for Training  
Budgeting for Welfare Transition  
Consumer Reports  
Direct Messaging to Staff

Eligibility Requirements  
Employer Listings  
Employment Plan Profile  
Employment Statistics  
Financial Aid for Training  
Industry Information  
Initial Assessment

Job Search  
Labor Market Information  
Letter Builder  
Online Career Assistance  
Personal Financial Planning  
Personal Profile  
Placement Assistance

Program Cost Information  
Program Performance Information  
Resume Building  
Search History Profile  
Self-Service Individual Registration

Service Provider Data  
Skills Matching and Gap Analysis  
Training Program Data  
Unemployment Services  
Virtual Recruiter  
Youth Services

## EMPLOYERS - QUICK REFERENCE USER GUIDE

### LOGGING IN

To get an account, go to [www.hawaii.gov/labor](http://www.hawaii.gov/labor) and click on HireNet Hawaii:

- Click Register > Employer.
- Create a unique ID and password.
- Fill in required (\*) fields.

### USING THE QUICK MENU

Use this menu as a fast method to access employer services and other options.

### USING THE DIRECTORY

Search the directory for services available to employers. Click **Services** on the toolbar at the bottom of a page.

### IMPORTANT FEATURES FOR EMPLOYERS

#### Post a Job Order (Vacancy)

- Click **Recruitment Services > Post a Job**.
- Click a job order to view and modify its details.
- Click **Copy** to create a copy of the current job order.
- Click **Add Job Order** to create a new job order.
- To **Delete Job Order**, click its title, then the **Delete** button.

#### Search for Resumes

- Click **Recruitment Services > Candidate Search**.
- Select the search areas.
- Use one of the options displayed to search for a candidate.

### CREATE A RESUME SEARCH AGENT

Resume search agents run periodically and send you resume matches in your email or message box.

- Click **Recruitment Services > Virtual Recruiter**.
- Click the search agent title to view or modify its criteria.
- Click **Run** to run a search agent.
- Click **Delete** to remove a search agent.
- Click **Create New Resume Search** to create a new search agent.

### SEND A MESSAGE

- Click **Message Center > Messages**.
- Click **Create New Message**.
- **Select the Recipient** and enter the message.
- Click **Send Message**.

### SCHEDULE AN APPOINTMENT

- Click **Message Center > Appointments**.
- Click **Add an Appointment**.
- Select the date, time and name from the drop-down lists.
- Enter the details.
- Click **Save**.

### USING YOUR PROFILE

**Company Profile** – Contains your company information organized in the following folders:

- **Contact Info** – Lists personal information required for account set-up.
- **Job Orders** – Lists your job orders.
- **Candidate Resumes** – Lists resumes of candidates you have researched.
- **Skills Sets** – Lists skills required/desired in candidates and job orders.
- **Resume Searches** – Lists resumes you have reviewed.



[www.hawaii.gov/labor](http://www.hawaii.gov/labor)

#### EMPLOYERS

Comprehensive  
Candidate Search  
Economic Data  
EEO Information  
Employment Incentives  
Government Resources

Human Resources  
Industry Information  
Labor Relations  
Legal Resources  
Online Resume Review  
Posting Job Orders  
Online

Self-Service Employer  
Registration  
Skills Sets  
Virtual Recruiter  
Wellness and  
Ergonomic Data

#### TRAINING SERVICE PROVIDERS

Direct Entry of  
Performance Data  
Eligible Training  
Providers List  
Information

Program Approval Requests  
Registration of Programs  
Review and Entry of Program  
Review of ITA Status



## JOBSEEKERS/INDIVIDUALS - QUICK REFERENCE USER GUIDE

### LOGGING IN

If you don't have an account, go to [www.hawaii.gov/labor](http://www.hawaii.gov/labor) and click on HireNet Hawaii:

- Click **Register > Individual**.
- Create a unique ID and password.
- Fill in required (\*) fields.

### USING THE QUICK MENU

Use this menu as a fast method to access services and options available to individuals.

### USING THE DIRECTORY

Search the directory for services available to individuals. Use the directory to access HireNet Hawaii's services. Click **Services** on the toolbar at the bottom of a page.

### IMPORTANT FEATURES FOR JOB SEEKERS

- Look for a Job – Click **Job Seeker Services > Find Job Openings**.
- List Your Skills – Click **Career Services > Analyze Skills**.
- Create a Resume – Click **Job Seeker Services > Resume Builder**.
- Create a Cover Letter – Click **Job Seeker Services > Letter Builder**.
- Create a Job Search that Reports Openings to You – Click **Job Seeker Services > Virtual Recruiter**.
- Review/Change Your Account Information or Change Your Password – Click **My OneStop Profile > Personal Profile**.
- Send a Message to Your Case Worker – Click **Message Center > Messages**.
- Create an Appointment – Click **Message Center > Appointments**.



### USING YOUR PROFILE

**Personal Profile** – Contains your personal information organized in the following folders:

- **Contact Information** – Information required for account set-up.
- **Background** – Your job history, education, skills, and other information used in resumes.
- **Activities** – Questions to direct you to activities that will assist in your job search.
- **Memo** – Area to store your notes or tasks you want to accomplish.

**Employment Plan Profile** – Contains your resume, letters, and job searches, organized in the following folders:

- **Resumes** – Contains those you have created and allows you to create new ones.
- **Letters** – Contains those you have created and allows you to create new cover, follow-up, and acceptance letters.
- **Online Application** – Contains your employment applications.
- **Virtual Recruiter** – Contains job search agents you have created to find a job.

**Search History Profile** – Lists information about occupations, training programs, and employers, along with job listings you have researched, organized in the following folders:

- **Occupations** – Lists those you have researched and allows you to research new ones.
- **Programs** – Lists training programs you have researched and allows you to research new ones (job vacancies).
- **Employees** – Allows you to research, store, and retrieve information about employers of interest.
- **Jobs** – Lists the job listings you have searched for and allows you to access information about them.

### HOW DO EMPLOYERS FIND YOU?

When employers look for candidates on HireNet Hawaii, they search for skills sets and resumes that match their open positions.

Focus on developing your skills set and creating your best resume.

- To create your skills set, click **Career Services > Analyze Skills**.
- To create a resume, click **Job Seeker Services > Resume Builder**.  
For information about creating an effective resume, click **Job Seeker Services > 10 Steps**.

**HireNet Hawaii** is made available by the Hawaii Department of Labor and Industrial Relations (DLIR) and its One-Stop Workforce Partners, **at no cost**, to individuals seeking a job in Hawaii and to Hawaii employers. DLIR One-Stop Workforce Partners include: Workwise! Kauai, Oahu WorkLinks, WorkSource Maui, and Big Island Workplace Connections. The privilege of using **HireNet Hawaii** is subject to the same legal and ethical considerations applicable to other public resources including, but not limited to, existing DLIR policies and all applicable federal, state, and local laws. **HireNet Hawaii** is powered by Virtual OneStop software developed by Geographic Solutions, Inc., the nation's leading provider of software solutions for workforce development, employment, and training.



For more information on the DLIR's other online services, please visit [hawaii.gov/labor](http://hawaii.gov/labor). Your ideas on how we can improve our services are always welcomed—email us at [dlir.director@hawaii.gov](mailto:dlir.director@hawaii.gov) with your comments.

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Department of Labor and Industrial Relations